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CIVIL ENGINEERING

REAL PROPERTY BUILDING MANAGER



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This publication implements AFRPD 32-90, Real Property Management. This instruction establishes the policies and procedures for the building manager program, including instructions for the appointment and replacement of the manager. It applies to all organizations occupying real property facilities managed by the 435th Air Base Wing. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in AF Records Management System (AFRIMS): <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>.

SUMMARY OF CHANGES

Specifies the procedures for litter control, para 5.5.1; grounds maintenance, para 5.5.2; and snow removal, para 5.5.3.

Section A--Terms

- 1. Real Property.** Buildings, land, structures, and any real property installed equipment are attached.
- 2. Real Property Installed Equipment (RPIE):**
 - 2.1. Those items of government owned or leased equipment permanently attached or an integral part of the property that aids in the function of the facility.
 - 2.2. Organizational property accounted for on an equipment authorization inventory detail (EAID) list (reference AFM 671, Volume 4, Part 1, Air Force Equipment System Policy and Procedures) and other technical equipment belonging to and accounted for by the using organization on a separate property account is not real property installed equipment.

Section B--Responsibilities

3. Unit Commanders. According to requirements in AFP 87-8, a responsible individual must be appointed to oversee the utilization of each base building. The commander of the unit which has the major part of a building will appoint a primary and an alternate building manager (officer, NCO, or civilian) to represent the interests of the using organization and help Civil Engineering perform real property management responsibilities. The commander will send a letter to the Real Property Management Office and give the name, rank, organization, office symbol, duty phone, DEROS (year/month), and home phone number of appointees. Changes in building managers will be sent in writing to the Real Property Office 10 days prior to the desired change date. Commanders will be notified of dates and times of building manager training (see para 4). Commanders will ensure attendance of all personnel scheduled for this training.

4. Real Property Office. The Real Property Office will consolidate the data and make a list of building managers. Copies of the list will be sent to the Security Police, Fire Department, and Base Civil Engineering (BCE) service call desk for use in case of emergencies. The Real Property Office will conduct periodic building manager training sessions. The key certificate file will be established, maintained, and controlled by the Real Property Office.

5. Building Manager. The building manager, in cooperation with the occupants, is responsible for the care, custody, and protection of the building and installed property. Building manager responsibilities include the following:

5.1. Sign for and manage the distribution of all keys to the building, including the replacement of lost keys. The keys must be accounted for at all times. Occupants must return the keys to the building manager when no longer required.

5.2. Brief the occupants on their responsibilities for the care, custody, protection of the facility including installed equipment, and liability for loss and damage beyond fair wear and tear.

5.3. Publish instructions to open and close the building during duty hours and for after duty hours admittance and use, including security measures to be observed.

5.4. Encourage good housekeeping. Report unsatisfactory work of the custodial services contractor to the Civil Engineering Service and Contract Management Branch, 786 CES/CEMS. The statement of work, which lists the frequencies of cleaning and the areas to be cleaned, will be provided to each building manager by the BCE.

5.5. Establish procedures to make sure grounds maintenance, snow removal, and daily litter control are accomplished within the area adjacent to their facility(ies), and extending halfway to the nearest facility on all sides. If there are no other facilities in the area, or if there is a dispute concerning areas boundaries, the 86 AW/CC will determine the area of responsibilities for the facility(ies) in question.

5.5. 1 Litter control will be performed each duty day, regardless of weather. Litter control will include the removal of all debris, paper, bottles, cans, and other scrap items from grounds, gutters, parking areas, and wooded areas.

5.5.2. Grounds maintenance will be performed at regular intervals, unless performed by a Civil Engineer administered contract. Grounds maintenance includes grass cutting, leaf raking, trimming of hedges, cultivation of flower beds, trimming of grass around pavements, and the removal of grass and weeds from joints in pavements.

- 5.5.3. Sidewalks and steps will be shoveled and kept free of ice and snow at all times.
- 5.6. Encourage utilities management and energy conservation. Establish policies on accurate thermostat setting and ensure all doors and windows are closed during the heating season, and lights, water, and heat are turned off when not required.
- 5.7. Instruct building occupants not to move or remove fixtures such as water, heating, lighting, ventilation, air conditioning equipment, and associated hardware.
- 5.8. Ensure compliance with the fire prevention directives (reference AFI 32-2001, The Fire Protection Operations and Fire Prevention Program). Advise the BCE when a potential fire or safety hazard is found which cannot be corrected on the spot. Track all discrepancies to ensure corrective action is taken.
- 5.9. Notify BCE immediately when emergencies occur. Describe the problem and what is being done to minimize property damage. Building managers should know the location and operation of master controls and valves so that utilities can be isolated if necessary, in an emergency.
- 5.10. Conduct monthly inspections of the building and installed equipment. Pay particular attention to the structural condition of the doors, windows, lights, plumbing, heating, ventilation, and air conditioning equipment. Use AF Form 332, BCE Work Request, to advise engineering of routine maintenance and repair requirements.
- 5.11. Ensure the building, rooms, and offices within the building are used for the purpose approved by the facilities board. Variations from the approved use must be reported to the Real Property Management Office. Report all vacant space to the Real Property Management Office.
- 5.12. If the building is to be temporarily vacant, notify Security Police for routine security checks.
- 5.13. Attend initial building manager training when assigned as building manager.
- 5.14. Building managers will assure, by constant surveillance, occupants do not impose floor loads that might overstress the structure.

Section C--Termination

6. Vacancy Notification. The unit commander/building manager will notify the Real Property Office in writing no later than 14 days prior to the date the building or space within the building is scheduled to be permanently vacated. The building manager must also make an appointment with the Real Property Office to jointly inspect the premises and return keys. The building manager will be relieved of further responsibilities for the building when the inspection is successfully completed and the key count is correct. The building must be clean and orderly when vacated.

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Commander